

OFFICE OF REPORTS AND ESTIMATES

ORE Office Memorandum - Notice No. 20

23 February 1960

SUBJECT: Orientation Lecture - The Work and Capabilities of Contact
Branch, Office of Operations

1. Subject lecture, lasting one hour, will be given by Mr. Lyman B. Kirkpatrick for the benefit of personnel who have joined CIA since his similar lectures of last March or who were then unable to take advantage of these lectures.

2. First lecture is scheduled to begin at 1000 Wednesday, 1 March 1960 in room 2519, "M" Building. Others will be scheduled as necessary to accommodate the number of personnel cleared to attend.

3. Component Chiefs are requested to list personnel cleared for Secret matter whom they desire to attend, and to notify by noon Monday, 27 February 1960, of the total number of persons to attend. Lists of the names should reach by close of working hours Monday, 27 February.

4. Schedule of lectures will be promulgated based upon total number of persons nominated.

Deputy Assistant Director
Reports and Estimates

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